

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: August 23, 2018 Closing Date: August 31, 2018

**Administrative Specialist II (Pay Grade 8)
Family Division, Child Protection Unit, New Castle County**

Job Responsibilities and Duties:

This position provides secretarial support for up to 5 Deputy Attorneys General in the Family Division, Child Protection Unit, in New Castle County. The incumbent creates files, types a variety of complex documents including discovery, motions, subpoenas, and prepares pleadings. The incumbent is expected to handle a heavy volume of telephone contact with the client agency, Family Court and members of the public. Duties involve case management (logging, updating, tracking), scheduling/rescheduling and preparing legal briefs. This secretarial position will be expected to E-file and will be trained in the process if not already experienced. This secretarial position will be expected to be part of a main receptionist coverage rotation as well.

Minimum Qualifications:

- Must be detail-oriented
- Must be well-organized
- Must be able to work independently
- Must be proficient in Microsoft Word and Excel
- Must possess excellent spelling, grammar and proofreading skills
- Must be able to answer heavy volume of telephone calls and multi-task while ensuring accuracy with messages and follow up
- DELJIS experience is a plus
- Prior Legal secretarial experience is a plus

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.